



Recommended Pre-Meet Briefing Notes for Referees at USMS Sanctioned Meets

General Items of Interest

- **Officials Check-In and Introductions.** Make sure everyone is present. Welcome officials to the meet and thank them for volunteering.
- **Ask deck officials to carry/display only USMS Rule Books.**
- **Make final position assignments.** (Delegate to Chief Judge or Head Starter if available.)
 - **Assign trainees if there are any.** (Note that trainees are not permitted at Championship meets.)
- **Instructions to leadership team and deck protocols.**
 - **Jurisdictions, rotation, coverage during relays/distance events.**
 - **Instructions on Championship Deck protocols if being used.**
 - **DQ Processing.** Role of Chief Judges (if assigned), DQ forms (writing, discussing, approving).
 - **How will you inform swimmers of DQs?**
 - **Discuss radio protocols, if used.**
- **Timing system configuration and number of timers.**
 - **Make arrangements to brief timers prior to the session.** (Delegate to Head Starter.)
- **Provide session overview note time line.**
 - **For smaller meets, consider placing short breaks during the meet to avoid back-to-back swims.**
 - **Referee and Starter should agree on interval between heats and communicate to timing system operator.**
 - **For larger meets, cover start protocols which may be needed to run the session efficiently. When to begin the start sequence? Use of overhead or chase starts?**
 - **What is the protocol for event/heat announcements during the start sequence?**
- **Know what protocols will be followed in the event of an emergency.**
- **Recent changes and points of emphasis:**
 - **Breaststroke kick interpretation** (use of dolphin kick on the first pull after the start and after each turn). After the start and after each turn, any lateral or downward movement of hands or arms is considered to be the initiation of the first arm pull.
 - **Recording of infractions for non-continuous turning action on backstroke turns and “arms not in the same horizontal plane” on the breaststroke pull-out.**

Facility/Equipment

- **Make arrangements to check starting and timing systems prior to the session.**
- **Check starting blocks, lane lines, placement of backstroke flags, recall rope if one is used. Are the 15-meter marks on the lane lines? Are the blocks numbered correctly? Are they stable? Make officials aware of any issues.**
- **Point out continuous warm-up area and procedures. (Continuous warm-up lanes are mandatory in masters meets). Make officials aware if lanes adjacent to the competition lanes will be used for warm-ups.**

Pertinent USMS Rules Differences

- **The forward start requires that at least one foot at the front of the block or edge of the deck prior to “Take Your Mark”. Swimmers are permitted to start from the deck or in the water. A backstroke start is permitted in freestyle events.**
- **Swimmers are permitted to use a breaststroke kick in butterfly events. The breaststroke kick may be used interchangeably with butterfly kick throughout the race**
 - **Only a single breaststroke kick is permitted off of the start and each turn prior to the first stroke. Any number of butterfly kicks are permitted prior to the first pull. (15M rule still applies.)**
 - **A breaststroke kick may be taken before the touch at the turn or finish without being followed by a pull.**
 - **Any number of butterfly kicks per stroke cycle is permitted, but only one breaststroke kick may be taken per stroke cycle. A downward butterfly kick following a breaststroke kick is not an infraction in butterfly events.**
- **Relay swimmers are permitted to remain in the water following conclusion of their leg of the relay. Advise timing equipment operators.**

Administrative Considerations

- **Include Timing Judges, Recorders, and Timing System Operators in the pre-meet briefing or meet with them before the meet.**
- **Ensure that the timing system being used meets requirements (fully automatic, semi-automatic, or three watches). Is there a need to put extra buttons or watches on lanes for record attempts?**
- **Establish timing adjustments protocol (for malfunctions) and communicate to timing judges and recorders.**
- **Ensure that USMS record applications and pool measurement forms (bulkhead meets) are available. (Check heat sheet for potential USMS or World record swims prior to the session.)**

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- **Establish process to check for record swims.**
- **Referee must sign record application timing system printout must be included as documentation.**
- **If three watches are used, all three timers must sign the timer card.**

- **Referee should check that the pool measurement requirements have been satisfied. Ensure that bulkhead pools are measured prior to and after the session. Pool measurement form must be completed for post-session measurement of bulkhead pools.**

- **Split notification forms and process.**
 - **Swimmers must notify the Referee in writing prior to backstroke or relay events for their initial splits to count for records and Top Ten.**
 - **Initial splits in other individual events may be recorded if the swimmer notifies the Referee in writing prior to the end of the meet.**
 - **Initial splits and relay lead-off splits may only be used if recorded using fully automatic timing.**
 - **FINA permits world records from initial or lead-off splits if recorded with 3-button semi-automatic times or 3 watches. Make arrangements for additional timers if necessary for record attempts.**

- **Is the meet approved for observation of swims by USA-Swimming?**
 - **Process for swimmers to request observation or blanket observation of swims?**
 - **Make arrangements for placement of officials for butterfly and IM swims.**

- **Seeding and check-in procedures. Deck-seeded vs. pre-seeded? Positive check-in? Need to combine events or re-seed due to scratches? Process for relay entries and seeding?**

General Points

- **Officials are there to ensure fair and consistent officiating and that swimmers receive proper recognition for their swims. Philosophy of judging is no different than other meets. The officials are there to observe and record. If there is a clear and definitive observation of an infraction, it should be called regardless of age, ability level, or perceived advantage.**

- **All masters meets typically have a wide range of ability levels from elite swimmers to beginners. We want everyone to have a good experience. Consider that some swimmers may be unfamiliar with the rules, need a little extra time getting to blocks, assistance stepping up or down, extra time entering or getting out of the water, some explanation on “meet basics”, etc. Be patient!**

- **Have Fun!**